

Scope of Work

Contractors Bid Sheet

Landscaping and Grounds Cleaning Services

Virgin Islands Department of Education

Location of Work:

The services are limited to the following campuses.

1. Gladys Abraham Elementary School
2. Ulla Muller Elementary School
3. E. Benjamin Oliver Elementary School
4. Edith Williams Alternative Academy

Existing Conditions:

The hardscape of each campus is made up of paved parking lots, walkways, and landscaped areas. The landscaped areas are made up of various amounts of lawns, ornamental plants, hedges, shrubs, large trees, and undisturbed natural vegetation areas. The landscaped areas require periodical cutting, clearing, and cleaning to maintain a visually pleasing appearance. The areas of natural occurring vegetation weeds (guinea grass and wild tamarind) grow wild. These areas will require cleaning but at a different frequency of the areas between buildings and within student traverse.

Proposed Scope:

The following shall be the responsibilities of the selected Contractor:

1. Stump out guinea grass, remove weeds, weed eat low grass areas.
 2. Shape all hedges and ornamental plants inside fence lines.
 3. Trim large trees between buildings protruding into walking areas, and over roofs.
 4. Prune branches that appear dying, dead, or rotten.
 5. Clean vines from fences and any vegetation on buildings.
 6. Remove all vegetation, leaves, and trash debris from property and blow clean paved areas.
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1. CONTRACTOR'S BID SHALL BE DISQUALIFIED IF ITEMIZED BID SHEET IS NOT FULLY COMPLETED WITH BOTH UNIT AND TOTAL COSTS FOR ALL LINE ITEMS
 2. THE QUANTITIES NOTED BELOW ARE NOT NECESSARILY EXACT, AND THE ITEMS NOTED DO NOT NECESSARILY MAKE UP ALL THE WORK REQUIRED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SUBMITTING A **TOTAL LUMP SUM COST** FOR THE PROJECT THAT INCLUDES ALL EQUIPMENT, MATERIAL AND LABOR FOR THE PROJECT.
 3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ESTABLISH EXACT QUANTITIES BASED ON DOCUMENTS ISSUED AND SITE VISITS CARRIED OUT.

COST PROPOSAL

4. PRICES SUBMITTED FOR WORK TO BE DONE SHALL INCLUDE THE CONTRACTOR'S OVERHEAD TAXES AND PROFIT ALONG WITH ALL COSTS FOR MATERIALS, EQUIPMENT AND MANPOWER NECESSARY TO FACILITATE PROPER, SAFE, AND TIMELY COMPLETION OF THE PROJECT.
5. UNIT PRICES SUBMITTED ON THE ITEMIZED BID SHEET SHALL BE UTILIZED FOR ANY CREDITS OR DEBITS TO THE PROJECT; WHICH, IF NECESSARY, SHALL BE ADDRESSED AS A CHANGE ORDER TO THE PROJECT.

Maximum Allowable Limits

Landscape areas shall be kept below the maximum allowable limits for the components of the campus. The limits for these components are as follows.

- Grass areas/ lawns shall be kept below 6" above grade
- Hedges / ornamentals shall be kept within 9" of its shape
- Small trees shall not block visibility or create hiding
- Larger trees shall not extend over roofs

It will be the responsibility of the successful contractor to visit the site on a routine basis, inspect the campus for growth and appearance. Once it has been determined that the grounds has exceeded the allowable limits, the successful contractor will request authorization to perform the necessary services. The DOE will issue written authorization to perform said services. These written authorizations shall accompany any invoice. The contract period will be for one year with a one-year option to renew. These services will be billed for on a monthly basis.

Allowable time of Performance:

The vendor shall be committed to the following time constraints:

1. The Virgin Islands Department of Education representative (inspector or Architect of record) reserves the right to reject or accept any material used or labor performed on this project.

School Days: After 4 PM

Weekends: No restrictions

School Holidays: No restrictions

COST PROPOSAL

Item No.	Item Description	Quantity Months (Q)	Monthly (MC) Cost per Month	Total Annual Cost (Q x MC)
	<u>Gladys Abraham Elementary School</u>			
01.	General Areas: All areas Identified in Scope of Work and Highlighted in Site Plan and within fenced perimeter to include around school parking lots and the removal of vines and other grass debris from all school fences.	12	\$ _____	\$ _____
02.	<u>Ulla Muller Elementary School</u>			
	General Areas: All areas Identified in Scope of Work and Highlighted in Site Plan and within fenced perimeter to include Field area, School parking lots, and the removal of vines and other grass debris from all school fences.	12	\$ _____	\$ _____

Item No.	Item Description	Quantity Months (Q)	Monthly Cost per month (MC)	Total Annual Cost (Q x MC)
	<u>E. Benjamin Oliver</u>			
03.	General Areas: All areas Identified in Scope of Work and Highlighted in Site Plan and within fenced perimeter. To include around school parking lots, and the removal of vines and other grass debris from all school fences. Maintain 15' clearance on low side of buildings Maintain Basketball courts and access to courts: pathway to courts and a 10'ft clearance on all sides of courts.	12	\$ _____	\$ _____

COST PROPOSAL

	<u>Edith Williams Alternative Academy:</u>	Quantity Months (Q)	Monthly Cost per Month (MC)	Total Annual Cost (Q x MC)
04.	General Areas: All areas Identified in Scope of Work and Highlighted in Site Plan and within fenced perimeter. To include around School parking lots, and the removal of vines and other grass debris from all school fences.	12	\$ _____	\$ _____

**Property Information**

Property ID
Location
Owner



**MAP FOR REFERENCE ONLY
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**Property Information**

Property ID 105603012900

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